

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

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October 17, 2011

ADDENDUM #1

REQUEST FOR PROPOSAL #12-20

FLEXIBLE SPENDING

THIS ADDENDUM IS TO: **Answer the following Questions:**

Q1. (Page 10 question #9). It is asking for a minimum of 4 contracts, however it is asking for a “date completed” and in our line of work our services are ongoing, so our contracts have not yet completed. If it is “completed” than they are no longer a client. Can you please advise how you would like this completed. Additionally, I am assuming this question has no relationship to the question on page 5 regarding references.

A1. Please disregard the line that says “date completed” if it does not apply. Thank you.

Q2. Looking at the timeframe of award and the plan start date of 1/1/2012, will the new TPA be responsible for attending open enrollment meetings and/or benefit fairs for this plan year or next?

A2. We would like someone to come in one afternoon to do a “walk-in” session for our employees to answer any questions they may have. Our benefits fair is in April, it would optional for the company to attend if they would like.

Q3. Is the City currently using a debit card? If so, is there a separate fee to the City or participants for this or is it included in the current PPPM fee?

A3. We are NOT currently using a debit card.

Q4. Why is the City going out to bid again?

A4. To add in the debit card criteria

Q5. Can we get a word version of the RFP?

A5. No.

Q6. Will there be finalist interviews between the top candidates?

A6. As stated in the RFP on page 3, an interview may be required as part of the evaluation of the proposals.

Q7. Will the current TPA be given any advantage in the RFP process such as a chance to submit a Best & Final offer or to match another proposers pricing or service deliverables?

A7. No

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Rositha Durham
Chief Procurement Officer